



**MICHAEL J. MURPHY**  
State Treasurer

**State of Washington**  
**Office of the Treasurer**

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## **Memorandum**

May 3, 2004

**TO:** Agency Fiscal Officers  
**FROM:** Wendy Weeks  
Accounting Services Manager  
**SUBJECT:** OST Fiscal Year 2004 Closing Schedule

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The following schedule provides cutoff dates and times for fiscal year 2004 treasury activity. The due date is defined as the date received by the Office of the State Treasurer unless otherwise specified. This schedule is also accessible through our website until September 14, 2004.

### **June 2004 (AFRS Fiscal Month 12)**

#### **Cash Receipts Journal Summary – A8's and Deposit Slips**

Deliver to:	Office of the State Treasurer Cash Management Division General Admin. Bldg. Room 125 Olympia, WA	or	FAX to:	Office of the State Treasurer Cash Management Division Attn: Treena Piepgras (360) 704-5107
		or	Mail to:	Office of the State Treasurer Cash Management Division P.O. Box 40202 Olympia, WA 98504-0202 Mail Stop: 40202
		or	TMS:	Direct agency entry

Cutoff: 3 p.m. on 6/30/04

Note: Please mail, fax, deliver, or enter only one document to avoid duplicate entries.

#### **Warrants and Warrant Registers – A1's**

Deliver Warrant Registers to:	Office of the State Treasurer Warrant Management Division General Administration Building Room B6 Olympia, WA
Cutoff:	2 p.m. on 6/30/04

Note: For those agencies utilizing AFRS, the transaction must be entered and released in AFRS by the AFRS cutoff on June 29, 2004, in order to be included in fiscal year 2004 business.

**Warrant Cancellation Journal Vouchers – A7's and Warrant or Affidavit of Lost or Destroyed Warrant**

Deliver to:	Office of the State Treasurer Warrant Management Division General Admin. Bldg. Room B6 Olympia, WA	or	Mail to:	Office of the State Treasurer Warrant Management Div. P.O. Box 40207 Olympia, WA 98504-0207  Mail Stop: 40207
Cutoff:	9 a.m. on 6/30/04			

Note: The transaction must be posted in AFRS by the AFRS cutoff on June 29, 2004.

**Electronic Fund Transfer (EFT) Journal Vouchers – A7's**

Deliver to:	Office of the State Treasurer Cash Management Division General Admin. Bldg. Room 125 Olympia, WA	or	FAX to:	Office of the State Treasurer Cash Management Division Attn: Virginia Farr (360) 704-5155
		or	Mail to:	Office of the State Treasurer Cash Management Division Attn: Virginia Farr P. O. Box 40202 Olympia, WA 98504-0202  Mail Stop: 40202
Cutoff:	Noon on 6/29/04			

Note: Please mail, fax, or deliver only one document to avoid duplicate entries.

**Health Care Authority Journal Vouchers – A7's**

Mail to:	Health Care Authority P.O. Box 42691 Olympia, WA 98504-2691  Mail Stop: 42691	or	Deliver to:	Health Care Authority 676 Woodland Square Loop Lacey, WA
Cutoff:	Noon on 6/22/04 (HCA due date)			

**OASI Journal Vouchers – A7's (Fund 877 Source 0615) and/or (Fund 001 Source 0420)**

Mail to:	Employment Security Dept. OASI Section P.O. Box 9046 Olympia, WA 98507-9046  Mail Stop: 6000	or	Deliver to:	Employment Security Dept. OASI Section 212 Maple Park Olympia, WA
Cutoff:	5 p.m. on 6/25/04 (OASI Section due date)			

## **Interfund/Interagency Journal Vouchers – A7's**

Excludes the above referenced transfers to HCA and OASI.

Includes all other transfers between treasury and treasury trust accounts, operating transfers, equity transfers, interagency reimbursements, etc.

Deliver to:	Office of the State Treasurer Accounting Division General Admin. Bldg. Room 125 Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209 Mail Stop: 40209
		or	FAX to:	Office of the State Treasurer Accounting Division Attn: Susan Carlton (360) 586-6890
Cutoff:	3 p.m. on 6/30/04		FAX when unusual circumstances occur and with OST's approval	

Note: For IAP's (Inter-Agency Payments) and IFT's (Inter-Fund Transfers), the transaction must be posted in AFRS by the AFRS cutoff on June 29, 2004.

Please mail, fax, or deliver only one document to avoid duplicate entries.

## **Distributions to Local Governments, Universities, and Colleges through OST's Distribution System**

Deliver to:	Office of the State Treasurer Accounting Division General Admin. Bldg. Room 125 Olympia, WA	or	Mail to:	Office of the State Treasurer Accounting Division P. O. Box 40209 Olympia, WA 98504-0209 Mail Stop: 40209
		or	E-mail to:	<a href="mailto:linda@tre.wa.gov">linda@tre.wa.gov</a> <a href="mailto:karen@tre.wa.gov">karen@tre.wa.gov</a>
Cutoff:	5 p.m. on 6/24/04			

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## **June 2004 (AFRS Fiscal Month 99)**

### **Cash Activity**

The cash cutoff date is June 30, 2004. Cash activity occurring after June 30 is recorded in the ensuing fiscal year, per the Office of Financial Management's State Administrative and Accounting Manual (Subsection 90.20.10.b, effective June 1, 2003). (<http://www.ofm.wa.gov/policy/90.20.htm>)

## Bank Fees

For agencies in which OST payment of bank fees is applicable, the fees will be booked as interagency receivables/payables. Prior approval by OST is required before OST will pay the fees. End of year/biennium closing procedures require interagency receivables/payables to agree between agencies. Agencies are responsible for posting their side of the transaction in AFRS. Please be advised that the AFRS phase 2 cutoff for posting interagency payables for the accounting-related charges is September 14, 2004.

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**If you have any questions, please contact one of the people listed below:**

Questions pertaining to:	Contact	Telephone	E-Mail
Cash Receipts	Treena Piepgras	902-8907	<a href="mailto:treena@tre.wa.gov">treena@tre.wa.gov</a>
Warrants and Warrant Registers	Ed LeRiche	902-8989	<a href="mailto:ed@tre.wa.gov">ed@tre.wa.gov</a>
Warrant Cancellations	Roberta Miller	902-8986	<a href="mailto:roberta@tre.wa.gov">roberta@tre.wa.gov</a>
Electronic Fund Transfers	Virginia Farr	902-8908	<a href="mailto:virginia@tre.wa.gov">virginia@tre.wa.gov</a>
Health Care Authority	Frank Wilson	923-2833	<a href="mailto:fwill07@hca.wa.gov">fwill07@hca.wa.gov</a>
OASI	Wayne Godwin	902-9222	<a href="mailto:wgodwin@esd.wa.gov">wgodwin@esd.wa.gov</a>
Interfund/Interagency Journal Vouchers	Luis Villanueva	902-8956	<a href="mailto:luis@tre.wa.gov">luis@tre.wa.gov</a>
Distributions to Local Governments, Universities and Colleges	Karen Skare	902-8961	<a href="mailto:karen@tre.wa.gov">karen@tre.wa.gov</a>
Bank Fees	Virginia Farr	902-8908	<a href="mailto:virginia@tre.wa.gov">virginia@tre.wa.gov</a>

cc: Sadie Hawkins, Assistant Director, OFM